

30 October 1953

Mr. John W. Macy, Jr.  
Executive Director  
United States Civil Service Commission  
Washington 25, D. C.

Dear Mr. Macy:

In accordance with Departmental Circular No. 725, "Reduction of Excess Annual Leave Accumulations," I am attaching herewith two copies of pertinent extracts from a CIA Notice which summarizes the action taken by this Agency in compliance with Section 6 of Public Law 102, 83d Congress.

Sincerely,

15/  
L. K. White  
Acting Deputy Director

A-DD/A:LKW:laq  
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(SENDER WILL CIRCLE CLASSIFICATION TOP AND BOTTOM)			
<b>CENTRAL INTELLIGENCE AGENCY</b> <b>OFFICIAL ROUTING SLIP</b>			
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<div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> APPROVAL  <input type="checkbox"/> ACTION  <input type="checkbox"/> COMMENT  <input type="checkbox"/> CONCURRENCE         </div> <div> <input checked="" type="checkbox"/> INFORMATION  <input type="checkbox"/> DIRECT REPLY  <input type="checkbox"/> PREPARATION OF REPLY  <input type="checkbox"/> RECOMMENDATION         </div> <div> <input type="checkbox"/> SIGNATURE  <input type="checkbox"/> RETURN  <input type="checkbox"/> DISPATCH  <input checked="" type="checkbox"/> FILE         </div> </div> <p style="margin-top: 10px;"> <b>Remarks: 1, 2, &amp; 3: We must get over the habit we now have of being anywhere from a week to a month behind deadlines.</b> </p> <p style="margin-top: 10px;"> <b>We apparently received Departmental Circular No. 725 on 22 September 1953. It is true that our Notice was not published until 16 October 1953; however, the policy which we were to adopt was approved long before this. (over)</b> </p> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <span>SECRET</span> <span>CONFIDENTIAL</span> <span>RESTRICTED</span> <span>UNCLASSIFIED</span> </div>			

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FORM NO. 30-4  
SEP1947

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It would appear that the Personnel Office did not get around to preparing a reply until 29 October and that it was in the DD/A's Office from this period until I first saw it on 8 November 1953. In addition, I don't know why this Notice was classified "secret"; it appears to me that it could well have been unclassified.

The last time we failed to make a deadline established by the Civil Service Commission it resulted in Mr. Young telephoning Mr. Dulles personally which caused us all considerable embarrassment. I want to make sure that this does not happen again and I also want to caution you that these things must be prepared well in advance of deadlines.

The original of the letter which I have signed to the Civil Service Commission is being sent by special messenger this morning.

  
LKW

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